



COLORADO

Department of Public
Health & Environment

Dedicated to protecting and improving the health and environment of the people of Colorado

What's in a Claim?

This document is a helpful step-by-step guide to navigate through the CACFP claim process in CHEARS. Entering the correct data into the boxes, also known as data fields, will simplify and expedite the online claiming process. Some data fields are specific only to certain types of participating programs or sites (child care, adult day care, at-risk after school programs, Head Start, outside school hours, and Homeless/Emergency shelters). Therefore, certain fields may or may not appear, depending upon the type of program or site. This reference is divided into sections, similar to those on the online claim form. Within each section, each field is defined.

Attendance Reporting

Total Days of Operation

Enter the number of days during the month that the site was open, serving meals, and claiming meals for reimbursement.

Total Attendance

Refer to the Records of Meals Served (ROMS) to obtain this figure. The boxes along the top of the ROMS form contain the number of participants who ate at least one meal or snack during that particular day. Each participant is counted once each day whether one or three meals were served and claimed for the participant. The box furthest to the right is the sum of attendance for all days during the week. Calculate the total attendance for the month by adding the weekly totals on each ROMS form for the entire month. Enter this number into the 'Total Attendance' Field.

Average Daily Attendance

The system will calculate the average daily attendance.

Number of enrolled participants in each category

The questions in this section apply to all CACFP participants, except for those who participate in the CACFP at-risk after school programs, Head Start, or Homeless/Emergency Shelters.

Number of Free, Reduced, and Paid participants

Refer to the Income Eligibility Forms (IEFs) to determine the number of enrolled participants who are eligible for free, reduced and paid meals. Indicate these values in the appropriate boxes.

Total Enrolled

The system will add the number of free, reduced, and paid participants and display the total number of enrolled participants.

For-profit centers only

License Capacity (CDHS Division of Child Care licensed sites only)

If the site is licensed for childcare, the system will automatically display the license capacity of the center.

Free/Reduced Eligibility

This number is automatically calculated from the information entered in the section titled “Number of enrolled participants in each reimbursement category.”

Number of Title XX Participants (CCAP)

Indicate the number of participants who are beneficiaries of Title XX funding and in attendance at least once during the claim month. For childcare specifically, Title XX funding is also known as Child Care Assistance Program (CCAP) payments. Refer to the Department of Human Services Attendance Record and Billing Form from each county for the claim month to obtain this figure. Eligibility is automatically calculated after the numbers are entered.

Number of Title XIX Participants (Medicaid)

For-profit adult day care centers must report the number of participants who are beneficiaries of Title XIX funding during the claim month. Refer to the Medicaid billing forms for the claim month to obtain this figure. Eligibility is automatically calculated after the numbers are entered.

Meals/Snacks Served

Number of Breakfasts: AM Snacks, Lunches, PM Snacks, Suppers, and Late Snacks by Income Category

Refer to the Records of Meals Served (ROMS) to calculate the total number of creditable meals served for each meal type. Report the snack counts for AM, PM, and late snacks separately.

At-risk afterschool program participants Attendance Reporting

Total Days of Operation

Count the number of days during the month that the at-risk after school program was open, serving meals and snacks.

Number of Enrolled (Free)

At-risk sites are not required to have enrollment for claiming purposes. Enter the highest number of participants served in one day during the claim month.

Total Attendance

Use the daily attendance records OR sign in sheet, NOT the meal counts, to determine total attendance.

1. Each day the site serves a meal, count the number of children in attendance.
2. Add together the totals for each day in order to calculate a monthly Total Attendance for the site.

Average Daily Attendance

The System will calculate and display the average daily attendance.

At-Risk Meals/Snacks Served

Refer to the Meal Count Sheets to obtain the total number of creditable meals and snacks served during the claim month.